



OPEN EXAMINATION ANNOUNCEMENT

REGIONAL COMPLIANCE OFFICER, HEALTH FACILITIES CONSTRUCTION

***Salary Range: \$8,097 – 9,842**

*This salary range is subject to a reduction due to the State mandatory furlough program.

Final Filing Date: March 26, 2009

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY	Anyone who meets the entrance requirements as stated in the “minimum qualifications” section below may apply. Applications will not be accepted on a promotional basis.
HOW TO APPLY	State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the OSHPD Exam Unit, and may be filed in person or by mail. Résumés alone will not be accepted. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date will not be accepted for any reason. EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit completed application to:

Office of Statewide Health Planning & Development

Human Resources Office

Attention: Exam Unit

400 R Street- Suite 359

Sacramento, CA 95811-6213

If you have questions concerning this examination please contact:

Mike Sexton at **(916) 326-3272**

REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact Mike Sexton, in the OSHPD Human Resources Office at (916) 326-3272.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates you understand and possess the qualifications required for this exam. Qualifying experience may be combined on a proportionate basis. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applications/résumés **MUST** contain the following information: **“to” and “from” dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.**

If education is used to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. If this information is not included, the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Either I

Two years of experience in the California state service performing the duties of a Compliance Officer, Health Facilities Construction, or Fire and Life Safety Officer II, Health Facilities Construction.

Or II

Broad and extensive (more than five years) of responsible experience in the supervision of construction inspectors, fire and life safety inspectors, plan reviewers, and/or contractors on major construction projects. Two years of which shall have been on Health Facilities or projects; **and**

The equivalence of graduation from college with major work in engineering, architecture, fire service administration, fire protection administration and technology, chemistry, or physics. (Additional qualifying experience may substitute for education on a year-for-year basis.)

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to travel and work throughout the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties of the position.

THE POSITION

Under general direction, incumbents are responsible for supervising the work of Compliance Officers, Health Facilities Construction, and Fire and Life Safety Officers, Health Facilities Construction, in an assigned geographical region in the development of building standards and policies related to enforcement.

POSITIONS EXIST IN SACRAMENTO AND LOS ANGELES.

**EXAMINATION
INFORMATION**

QUALIFICATIONS APPRAISAL PANEL STRUCTURED INTERVIEW WEIGHTED 100%

This examination will consist of a Qualifications Appraisal Panel (QAP) structured interview, weighted 100%. The QAP structured interview will consist of a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained. It is anticipated that the QAP structured interviews will be held in May or June 2009. Interviews will be held in **Sacramento** and **Los Angeles** only.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in filling out his or her application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.

SCOPE

The following list of knowledge areas and abilities may be tested in the examination. Please note that this list may be a subset of the full list shown on the class specification.

Emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Building construction practice, scheduling, and record keeping with special emphasis on health facility projects
2. Materials and construction methods
3. Familiarity with Title 24 Building Codes and Regulations
4. Requirements for health facilities
5. Familiarity with fire protection equipment and systems
6. Exiting systems
7. Fire Protection and Prevention standards
8. Principles of effective supervision
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free from discrimination and harassment

B. Ability to:

1. Analyze situations accurately and take effective action
2. Establish and maintain effective cooperative relationships with those contacted in the course of the work
3. Write clear and comprehensive status reports and correspondence
4. Give interpretation, clarification and guidance regarding codes, regulations, laws, industry practice, etc.
5. Make determinations on all inspection and test reports
6. Supervise the work of a group of Compliance Officers, Health Facilities Construction and Fire and Life Safety Officers (Health Facilities Construction)
7. Make decisions to issue stop work orders
8. Provide training and orientation to Compliance Officers
9. Apply the principles of leadership relating to managing the human factor, communicating, motivating and leading
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

**ELIGIBLE LIST
INFORMATION**

An OPEN list will be established for OSHPD. This list will be abolished 12 months after it is established, unless the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE CREDITS**

Veterans Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

CAREER CREDITS

Career Credits will not be granted in this examination.

**CONFIDENTIALITY /
SECURITY**

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

General Information

It is the candidate's responsibility to contact the OSHPD Human Resources Office at (916) 326-3272 if he/she has not received his/her progress notice five weeks after the final filing date.

If the Qualifications Appraisal Panel exam notice is not received by the candidate prior to the day of the exam due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929

Voice 1-800-735-2922

General Information